



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



JEREMY M. HUGHES, Ph.D.  
INTERIM SUPERINTENDENT  
OF PUBLIC INSTRUCTION

March 16, 2005

MEMORANDUM

TO: Intermediate School District Directors of Special Education; Family Independence Agency; Department of Corrections; and Department of Community Health

FROM: Jacquelyn J. Thompson, Ph.D., Director  
Office of Special Education and Early Intervention Services

SUBJECT: Updated Process for Clarifications or Modifications of Previously Approved Intermediate School District Plans for the Delivery of Special Education Programs and Services

This correspondence is being sent to assist you with the preparation of any clarification or modification to your currently approved Intermediate School District (ISD) Plan for the Delivery of Special Education Programs and Services (Plan). Clarifications or modifications must be submitted to the Office of Special Education and Early Intervention Services (OSE/EIS) *at the time change(s) are made*, and the attached forms must be used.

1. **CLARIFICATIONS** are done only if there is something in the Plan that is not easily understood and which does **not** affect the ISD delivery system. Clarifications do **not** require signatures or the Superintendent of Public Instruction's approval, but must be attached to all copies of ISD Plans disseminated to the superintendents of the local school districts, chief executive officers of public school academies (PSAs), parent advisory committee (PAC) members, and all subsequent copies distributed after submission of the clarification(s) to the OSE/EIS. *You will only be notified if your clarification is not accepted by the OSE/EIS, usually within a couple of weeks after receipt.*

**NOTE:** Clarifications submitted to the OSE/EIS must include the following:

- a. **Two (2) copies** of the page(s) to be clarified; i.e., the "old" pages.
- b. **Two (2) copies** of the page(s) with the clarification; i.e., the "new" pages.
- c. **Two (2) completed copies** of the "Request for Change in Previously Approved Special Education Plan" form for each individual clarification change.

OSE/EIS 05-03

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**2. MODIFICATIONS** are required if the ISD wants to make changes to the delivery of special education programs and services as described within the ISD Plan. Modifications do require signatures of the ISD superintendent, the PAC chairperson, and all local school district superintendents per Rule 340.1835. Modification(s) and signature pages must be attached to all copies of ISD Plans disseminated to the superintendents of the local school districts, chief executive officers of PSAs, PAC members, and all subsequent copies distributed after submission of the modification(s) to the OSE/EIS. *Modifications require approval by the Superintendent of Public Instruction.*

**NOTE:** When modifications are submitted to the OSE/EIS, your transmission must include the following:

- a. **Two (2) copies** of the page(s) to be modified; i.e., the "old" pages.
- b. **Two (2) copies** of the page(s) with the modifications; i.e., the "new" pages.
- c. **Two (2) completed copies** of the "Request for Change in Previously Approved Special Education Plan" form for each individual modification.
- d. **Two (2) completed copies** of the "Signature Page - Intermediate School District Modification Approval" form, signed and dated, indicating the ISD Board of Education's approval.
- e. **Two (2) completed copies** of the "Signature Page - Local School Districts, Public School Academies, and Parent Advisory Committee Modification Involvement Statement" form, signed by the local school district superintendents, the PSA chief executive officer, and the PAC chairperson indicating involvement with the modification(s).

When submitting clarifications and modifications to your Plan, please identify (in pencil on the pages) which pages are "old" and which pages are "new."

A copy of the form pertaining to the two types of ISD Plan changes, along with the signature pages which must be used, are attached.

If you require any assistance relative to your Plan, please contact Ms. Roxanne Balfour at (517) 373-1696.

JJT/DJB/sfk

Attachments:    1. Request for Change in Previously Approved Special Education Plan Form  
                      2. Signature Page — ISD Modification Approval  
                      3. Signature Page — Local School Districts and Parent Advisory Committee Modification Involvement Statement

**REQUEST FOR CHANGE IN PREVIOUSLY APPROVED  
SPECIAL EDUCATION PLAN**

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Intermediate School District

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Date Submitted

The following changes constitute a:

\_\_\_\_\_ CLARIFICATION  
\_\_\_\_\_ MODIFICATION (requires superintendents' and PAC  
chairperson's signatures)

The changes to the Plan \_\_\_\_ will, \_\_\_\_ will not, affect any substantive aspect  
of the current Plan or the current delivery structure.

Signed: \_\_\_\_\_

(1) Page No.:

Title:

(2) Summary of Change:

(3) Reason for Change:

(4) Program Impact (MODIFICATIONS ONLY):

March 16, 2005

## **SIGNATURE PAGE**

### **INTERMEDIATE SCHOOL DISTRICT MODIFICATION APPROVAL**

Pursuant to Rule 340.1835(a) of the Revised Administrative Rules for Special Education, as amended, the following signature of the \_\_\_\_\_  
\_\_\_\_\_ INTERMEDIATE SCHOOL DISTRICT Superintendent  
evidences the Intermediate School District Board of Education's approval of  
the modification(s) of page(s) \_\_\_\_\_

\_\_\_\_\_ of the Plan for the Delivery of Special Education Programs and Services.

Your signature affirms your understanding that there will be no deviations or  
waivers allowed under Rule 340.1832(e) Programs and Services.

\_\_\_\_\_  
Superintendent

Dated: \_\_\_\_\_

March 16, 2005

## **SIGNATURE PAGE**

LOCAL SCHOOL DISTRICTS, PUBLIC SCHOOL ACADEMIES,  
AND PARENT ADVISORY COMMITTEE

### **MODIFICATION INVOLVEMENT STATEMENT**

Pursuant to Rules 340.1835(b) and 340.1835(c) of the Revised Administrative Rules for Special Education, as amended, the following signatures indicate the local school districts', public school academies', and Parent Advisory Committee's involvement in the development of the \_\_\_\_\_ INTERMEDIATE SCHOOL DISTRICT'S MODIFICATION(S) found on page(s) \_\_\_\_\_

of the Plan for the Delivery of Special Education Programs and Services and affirms the understanding that there will be no deviations or waivers allowed under Rule 340.1832(e) Programs and Services.

The undersigned have been advised that they may file objections to the Plan in accordance with procedures addressed in Rule 340.1836.

_____ PAC Chairperson	_____	_____
_____ Superintendent	_____ School District	_____ Date
_____ Superintendent	_____ School District	_____ Date
_____ Superintendent	_____ School District	_____ Date
_____ Superintendent	_____ School District	_____ Date
_____ Superintendent	_____ School District	_____ Date
_____ Superintendent	_____ School District	_____ Date
_____ Superintendent	_____ School District	_____ Date
_____ Superintendent	_____ School District	_____ Date
_____ Superintendent	_____ School District	_____ Date

March 16, 2005



